

UNITED STATES DEPARTMENT OF AGRICULTURE


Farm Service Agency
Washington, DC 20250

Notice PM-2247

For: FSA National Office and RMA (except Kansas City)

**Midyear Progress Reviews for FSA National Office
and RMA Offices Under Pass/Fail Rating System**

Approved by: Deputy Administrator, Management



1 Overview

A

**Labor Relations
Obligations**

Where exclusive representation exists, this notice does not apply until bargaining takes place. Where contract language addresses these policies and procedures for bargaining unit employees, contract language prevails.

B

**Required
Reviews**

The FY performance appraisal cycle began October 1, 2000, and will end September 30, 2001. Periodic reviews of an employee's progress toward work goals are a major characteristic of performance management. Under the current pass/fail system, supervisors are **required** to conduct 2 progress reviews and are **encouraged** to conduct 4 progress reviews throughout the appraisal cycle. Following the performance discussions, supervisors and employees should initial, date, and provide comments on AD-2000.

C

Purpose

This notice reminds supervisors to conduct 1 of the **required** progress reviews approximately midway through the rating period but no later **than May 31**.

Continued on the next page

Disposal Date

November 1, 2001

Distribution

FSA National Office and RMA (except Kansas City)

1 Overview (Continued)

D

Benefits of Progress Review

Progress reviews provide an opportunity to:

- revise work plans to keep goals realistic, note impediments to progress, define areas that need additional help, and exchange ideas for furthering work progress
 - obtain and document necessary information about job performance during the appraisal period which could be fairer and more acceptable
 - increase communications which could strengthen supervisor-employee work relationships by discussing work in objective terms rather than subjective terms during the appraisal period
 - discuss and attempt to solve performance problems that may involve internal factors, that is, knowledge, skills, abilities, motivation, and environmental factors such as working conditions, job design, or training.
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E

Changes in Positions, Assignments, or Supervisors

New or amended performance elements and standards must be in place within 30 calendar days after an employee has been given a new position or assignment.

When an employee works under different supervisors during the designated appraisal period, each supervisor of 90 calendar days or more shall document the employee's accomplishments and prepare a summary rating. The summary rating should be forwarded to the employee's current supervisor for appropriate consideration in preparing the employee's rating of record.

2 Action

A Supervisor/ Employee Action for Progress Reviews

Supervisors and employees shall:

- discuss each element in the performance plan specifically addressing:
 - the employee's progress toward accomplishing the element
 - the need for changes to the performance plan
 - any performance deficiencies, including recommendations for improving deficiencies
- maintain a written record of any performance deficiencies discussed with an employee
- document the progress review with the employee by completing AD-2000, blocks 7 and 8.

Note: See AD-2000, Part II for additional topics of discussion.

B Unacceptable Performance

If at any time during the appraisal period one or more element(s) is found to be at the "results not achieved" level, the employee should be placed under an official opportunity to improve (OTI).

OTI (AD-2000-A) will be completed jointly by the rating official and employee with the technical assistance of HRD, Employee Relations Office. See Performance Management Policy Manual, Part B (Number 3) at <http://dc.ffas.intranet.usda.gov/hrd/pmmain.htm>.

C Contact

If additional information is needed, contact Cheryl Fuller, HRD, Performance Management, Benefits, and Awards Branch at 202-418-8973 (voice) or 202-418-9116 (TTY).
